



# City of Seattle Preliminary Assessment Report

October 06, 2011

This report represents a preliminary determination of project requirements from various city departments. The report is based on project characteristics that you identified on the Site Plan and the Preliminary Application Form. The city's goal is to provide you with as much information and assistance as possible prior to your permit application submittal. This coordinated list of requirements and decisions is a reference for creating a more complete submittal package to reduce the need for correction cycles that delay permit approval. The information in this report can also be used to develop a Street Improvement Plan (SIP) application for submittal to SDOT (see SDOT Client Assistance Memos 2200, 2201, 2211, 2212, 2213, and 2214).

**Note:** A preliminary assessment is being conducted on all land use projects as well as new construction projects. If you have a building project associated with your land use project, the preliminary assessment will not be repeated on the building project.

**The applicant assumes full responsibility for determining all permit requirements and infrastructure improvements per applicable sections of the Seattle Municipal Code and the City of Seattle's Right-of-Way Improvement manual.**

- Street use permits are required for all work in the right-of-way (see SDOT Client Assistance Memo 2100).
- If street improvements are required, you must obtain all necessary permits from SDOT.
- If an SIP is required, SDOT must approve your 60% complete SIP before DPD construction intake (see Client Assistance Memos 2200, 2206, 2209, 2211, 2213, and 2214).

Project Summary			
AP/Project No.	6297012	Ground Disturbance	N
Application Template	BLDG	PASV Required This Permit	N
Application Type	CONSTRUCTION AND DEVELOPMENT	Date PASV Completed	(Not Req)
Category	COMMERCIAL	PASV Done Under	
DPD Review Type	FULL	Permit Remarks	
Address	4515 25th Ave NE		
Location			
Zoning		Applicant	CRAIG BELCHER 26456 MARINE VIEW DR S DES MOINES WA 98198 (206) 295-0613
King County APN	<a href="#">0925049083</a>		
Permit Status			
Description of Work	Inerior alterations to first floor space for new training facility.	Applicant Email	<a href="mailto:craig@cba-llc.com">craig@cba-llc.com</a>
		Linked AP/Project Nos.	
SDOT Project No			

For detailed zoning information, click the King County APN number above, or visit <http://web1.seattle.gov/dpd/parceldata/> to find zoning details about your address.

## Seattle City Light Requirements

**Contact:** Ray Ramos, (206) 615-1193, [ray.ramos@seattle.gov](mailto:ray.ramos@seattle.gov)

### Notes to Applicant

The description of work is for interior alterations only. If a new or revised electrical service is needed, please contact the Electrical Service Representative for your area several months before new service is required to determine your electric service design, service location and what kind of service is available at the building site. Your Electrical Service Representative is: Paul Bubnick, 206-684-0749, [paul.bubnick@seattle.gov](mailto:paul.bubnick@seattle.gov). Be advised that it is the applicant's responsibility to seek guidance from SCL should the scope of the project



change. Failure to contact SCL at your earliest convenience could severely impact your project's scope, schedule and budget. This responsibility rests solely with the applicant.

**DPD Drainage Requirements**

**Contact:** Michelle M Macias, (206) 684-3068, [michelle.macias@seattle.gov](mailto:michelle.macias@seattle.gov)  
The following requirements are based on the current stormwater and side sewer codes.

**Existing Public Drainage Infrastructure**

- Sanitary sewer main location: {0}
- Sanitary sewer main size: {0}
- Storm drainage main location: {0}
- Storm drainage main size: {0}
- Combined sewer main location: {0}
- Combined sewer main size: {0}
- Other location: {0}
- Other size: {0}

**Drainage**

The drainage point of discharge (SMC 22.805.020) is located at: Other. NA

**Permanent and Temporary Dewatering**

The footing drain (if part of building plan) point of discharge (DPD DR 4-2011) is located at the following:  
Other. NA

**Other Requirements**

- Drainage and wastewater requirements not triggered for this project based on description of work and site plan.

**DPD Land Use Code Requirements**

**Contact:** Darlene Edwards, (206) 684-5606, [Darlene.Edwards@Seattle.Gov](mailto:Darlene.Edwards@Seattle.Gov)

**Street Requirements**

Based on the scope of the proposed project, the following street improvements are required per Chapter 23.53 of the Seattle Municipal Code. Please review Right-of-Way Improvements Manual for design criteria (<http://www.seattle.gov/transportation/rowmanual/manual/>). Show required street improvements on your "enhanced site plan" at DPD permit application intake. If an SDOT Street Improvement Plan (SIP) is required, please list SDOT project number and SDOT contact name on the enhanced site plan. Street Improvement Plans must be accepted by SDOT prior to DPD permit application intake.

**25TH AVE NE**

Based on the documents provided, no street improvements are required per SMC 23.53.015 and SMC 23.53.006

**NE 45TH ST**

Based on the documents provided, no street improvements are required per SMC 23.53.015 and SMC 23.53.006

**Alley Requirements**  
**ALLEY WEST OF SITE**

Based on the submitted documents, no alley improvements are required per SMC 23.53.030

**Notes to Applicant**

The street improvement determinations were made assuming your project description is correct. If there are only interior alterations proposed, then no improvements are required. When you say "new training facility" I'm assuming you are not talking about a change of use. If there is a change of use involved, and depending on the size of the area, other improvements may be required.

**SDOT Requirements**

**Contact:** Yohannes Minas, [yohannes.minas@seattle.gov](mailto:yohannes.minas@seattle.gov)

Based on the information provided at this time, it appears that no street improvements are **required**. All work in the right-of-way requires a permit. Therefore, if you are planning discretionary improvements you should



contact SDOT as soon as possible. Be advised that it is the applicant's responsibility to seek guidance from SDOT Street Use should the scope of the project change, or should the applicant become aware of proposed construction in the ROW. Failure to contact SDOT at your earliest convenience could severely impact your project's scope, schedule and budget. This responsibility rests solely with the applicant.

## SPU Requirements

**Contact:** Kim Serwold, (206) 733-9340, [kim.serwold@seattle.gov](mailto:kim.serwold@seattle.gov)

Based on the information provided at this time, it appears that no street improvements are required. Be advised that it is the applicant's responsibility to seek guidance from SPU should the scope of the project change, or should the applicant become aware of proposed construction in the ROW. Failure to contact SPU at your earliest convenience could severely impact your project's scope, schedule and budget. This responsibility rests solely with the applicant.

For all multifamily, commercial, and industrial properties, the requirements for solid waste storage and pickup are outlined in SPU CAM 1301, available on the web at: [http://www.seattle.gov/util/stellent/groups/public/@spu/@csb/documents/webcontent/cos\\_004542.pdf](http://www.seattle.gov/util/stellent/groups/public/@spu/@csb/documents/webcontent/cos_004542.pdf). For questions about solid waste requirements, contact Liz Kain, (206) 684-4166, [Liz.Kain@seattle.gov](mailto:Liz.Kain@seattle.gov).

## Other Requirements

Owners of residential property occupied by a tenant who will be displaced by housing demolition, substantial rehabilitation, change of use, or removal of use restrictions may need to obtain a Tenant Relocation License. Refer to DPD CAM 123, Seattle's Tenant Relocation Assistance Ordinance, for further information and instructions or call (206) 684-7979.

If your project involves additions or modification to or demolition of an existing building that contains four or more dwelling units or 4,000 square feet or more of non-residential area, and the building is a designated historic landmark or is 50 years old and meets the criteria set forth in SMC 25.12 for landmark designation, SEPA is required. Please contact the Department of Neighborhoods at (206) 684-0228 or [www.seattle.gov/neighborhoods/preservation](http://www.seattle.gov/neighborhoods/preservation) to determine if your building is a designated landmark or if a referral is necessary to determine if the building meets the criteria in SMC 25.12. Refer to CAM 208 for information regarding the application requirements for a SEPA review and CAM 3000 for information regarding landmarks and historic preservation.

## Applicant Next Steps

For questions on the permit application process, please contact the Applicant Services Center (ASC) at 206-684-8850.

1. Review the requirements in this report.
2. Use Client Assistance Memos (CAMs), checklists and standards, and 5 Steps for a Successful DPD Application Submittal (available on the DPD website) for additional information.
3. If a SIP is required, **DPD will not accept your application until your 60% complete SIP plans have been approved by SDOT.**
4. Information on requirements for Electric Service Connection (RESC), electric service applications, guidelines and other services can be found on Seattle City Light's website (<http://www.seattle.gov/light/newconstruction/>). Contact an Electric Service Representative for your electrical service design and connection questions:  
North of Denny Way (206) 615-0600  
South of Denny Way (206) 386-4200  
Large Commercial & Industrial (206) 233-7177  
Service Applications (206) 233-APPS (2777)
5. If you have additional questions or need additional information, you may request a pre-submittal conference. Call (206) 684-8850 or go to DPD's website ([http://www.seattle.gov/dpd/Publications/Forms/Building Permits/default.asp](http://www.seattle.gov/dpd/Publications/Forms/Building_Permits/default.asp)).



6. When all issues have been addressed, you may schedule an intake appointment with DPD. **Please bring a copy of this report to your intake appointment.**

The requirements and determinations in this report are based on the details provided by the applicant on the preliminary application form and site plan submitted to DPD. If the scope of your proposed project changes before your DPD intake appointment or SDOT SIP application, the requirements in this report are subject to change. If there are municipal code and ordinance changes prior to your DPD intake, the project must meet the new code requirements. Additional street improvement requirements may be triggered if a permit application for a development project on adjacent property is also undergoing review.